

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 90-401

20 MAY 1996



Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AMARC/FMP (Jimmy Parham)
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This instruction implements Air Force Policy Directive 90-4, *Relations with Congress* and Air Force Instruction 90-401, *Air Force Relations with Congress*. It establishes responsibilities and procedures for processing congressional inquiries as applicable to Comptroller (FM), Aircraft Management (LA), and Logistics (LG) Directorates.

SUMMARY OF CHANGES: Changes regulation to instruction and changes office symbols throughout instruction.

1. PROCEDURES. Upon receipt, all congressional inquiries pertaining to AMARC will be delivered to the AMARC Command Section (CC/CD) for review. After review the CC/CD will furnish all the data to the Plans Division (FMP). FMP is the AMARC focal point of contact for management and control of all congressional inquiries and related correspondence.

1.1. FMP will determine the office of primary responsibility (OPR) for each inquiry. Copies of the inquiry, related correspondence, and a suspense date for reply is established by FMP and furnished to the OPR.

1.2. FMP will report notification of congressional activities or receipt of congressional invitations, requests, or inquiries whether written or verbal to Headquarters Air Force Materiel Command, Plans and Programs Division (HQ AFMC/XPP). A copy of the inquiry should be sent to HQ AFMC/XPP within 24 hours of receipt. Similarly, a copy of our reply to the inquiry should be sent to HQ AFMC/XPP within 24 hours of completion. This reporting requirement applies to inquiries received from congressional offices as well as those received via Air Force channels. Also, all proposed invitations to congressional members and their staff must be coordinated with HQ AFMC/XPP prior to extending any invitations.

1.3. FMP will review all replies and obtain the commander's signature. The original inquiry and a copy of the response will be kept on file in the Plans Office.

2. RESPONSIBILITIES.

2.1. AMARC is responsible for complying with the provisions of AFI 90-401. To meet these responsibilities in a prompt, factual, and consistent manner, AMARC directors will ensure that positive action is initiated on any inquiry and that a prompt reply is made.

2.2. AMARC directors will route all replies and supporting documentation to FMP for final disposition.

FOR THE COMMANDER

ANN E. EDWARDS
Chief, Information Management Division